

DUTY STATEMENT

Job Classification: Attorney IV
Position Number: 024-054-5780-001
Scheme and Class Codes: OA80; 5780
Reports To: Assistant Chief Counsel
FLSA Status: Exempt
Divisions: Legal
Location: Cerritos
Prepared By/Date: Office of Legal Services/9-21

SUMMARY

Under general direction of the Chief Counsel and Assistant Chief Counsel, the Attorney IV will perform the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty. Duties of the Attorney IV include, but are not limited to, the following: representing the Department in connection with investigation, litigation, negotiation, and hearings in matters with a high level of complexity and sensitivity; responding orally and in written format to Department personnel, outside agencies, licensees, and members of the public regarding the Department's legal program, licensing and enforcement matters, and the Department's policies and procedures. Additionally, the Attorney IV serves as a subject matter expert and lead attorney, independently performing more complex and sensitive work with broad discretion, in one or more of the Department's major practice areas (Licensing, Enforcement, Trade Enforcement, and House Counsel) by: developing litigation strategy and policy, training attorneys and other personnel, and monitoring cases and actions to ensure outcomes consistent with broad policy goals. The Attorney IV serves as a Department representative and liaison in consultation with alcoholic beverage and hospitality industry representatives, tribal leaders, State and non-State Agencies, high-level appointees, district attorneys, county counsels, and department directors. The Attorney IV represents the Department in litigation or regulatory actions involving opposing counsel and representatives who have a high level of experience and specialization.

<u>%</u>	<u>Function</u>	ESSENTIAL DUTIES AND RESPONSIBILITIES
65%	Litigation and Legal Advisor	Supports the Office of Legal Services (OLS) by handling litigation assignments of the highest difficulty and complexity. The incumbent is a lead in general and complex litigation, representing the Department in administrative tribunals, appellate courts and other forums. Reviews and delegates work to other attorneys in complex cases. Develops and implements litigation strategies. Directs investigations and case preparation in complex legal matters. Conducts analyses and research of statutory and case law, reports and advises the Chief Counsel, Assistant Chief Counsel, Executive, and legal staff. Drafts legal opinions, conducts legal writing and research, provides legal training and outreach, and responds to difficult legal correspondence. Maintains liaison with Chief Counsel, Assistant Chief Counsel, Executive Staff, and field staff to ensure that the Department's public safety and regulatory mission is carried out.
25%	Lead Attorney	Acts in a lead capacity and as an advisor/consultant to less senior members of OLS with respect to his/her area(s) of subject matter expertise. Advises other OLS attorneys, including house counsel and those drafting regulations, on legal requirements and policies within his/her area(s) of subject matter expertise. Provides day-to-day management of the Department's caseload.

Marginal Functions

5%	Policy Advisor	Independently tracks, analyzes, interprets and provides recommended Department positions on pending state and federal legislation within his/her area(s) of expertise for the Director, Executive Staff, Chief Counsel, and Assistant Chief Counsel. Represents the Department at local, state, and national meetings, seminars, and conferences within his/her area(s) of subject matter expertise.
5%	Misc.	Other duties as assigned.

Supervisory Responsibilities: This job has no formal supervisory responsibilities, but may act in a lead capacity.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. Position requires travel, which may be extensive. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee may occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Employees are required to use a computer and to travel, most frequently by vehicle.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; collects and researches data; performs legal research; and uses intuition and experience to complement data.

Design – Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; and uses reason even when dealing with emotional topics.

Technical Skills – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; and shares expertise with others.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and meets commitments.

Interpersonal – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; and remains open to others' ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; and participates in meetings.

Team Work – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; and recognizes accomplishments of other team members.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; provides logically reasoned and well researched arguments, and is able to read and interpret written information.

Quality Management – Looks for ways to improve and promote quality; and demonstrates accuracy and thoroughness.

Cost Consciousness – Conserves organizational resources.

Diversity – Shows respect and sensitivity for cultural differences; and promotes a harassment-free environment.

Ethics – Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; and upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; and supports equal employment opportunities and respects diversity.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; and able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.

Dependability – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; and completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and asks for and offers help when needed.

Innovation – Generates suggestions for improving work; and presents ideas and information in a manner that gets others' attention.

Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions.

Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; and takes calculated risks to accomplish goals.

Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; and develops realistic action plans.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.

Quantity – Meets productivity standards; completes work in timely manner; strives to increase productivity; and works quickly.

Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; and uses equipment and materials properly.

Language Ability – Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write detailed reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

Math Ability – Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Word processing software; Excel spreadsheet software; Internet Explorer, and be able to learn Department database and other software.

KNOWLEDGE AND ABILITIES, ETC.

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure.

Certificates and Licenses: Active membership in The State Bar of California is required.

The essential and marginal job duties have been discussed with the employee and a copy of this Duty Statement has been provided to the employee.

<i>SUPERVISOR</i>	<i>DATE</i>	<i>EMPLOYEE</i>	<i>DATE</i>
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